

Exam

Name _____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

- 1) An example of software that includes electronic checkbook registers and automatic bill payment tools is 1) _____
A) Intuit Quicken. B) Adobe Acrobat.
C) Microsoft Project. D) Microsoft Word.
- 2) When installing software, you must accept the _____ agreement before you can continue with the installation. 2) _____
A) add/remove programs B) authorization
C) download D) software license
- 3) Software that lets you create letters, budgets, and graphics is called 3) _____
A) utility software. B) operating system software.
C) application software. D) system software.
- 4) Preinstalled software is software that 4) _____
A) is downloaded from the Web.
B) is installed by the user.
C) comes as a free trial version.
D) is installed by the computer manufacturer.
- 5) The primary benefit of a spreadsheet program is 5) _____
A) its ability to automatically recalculate.
B) the ease of use.
C) the ability to create charts.
D) the pre-programmed functions.
- 6) Presentation software includes all of the following features EXCEPT 6) _____
A) formulas. B) transitions.
C) animation effects. D) themes.
- 7) Software that does "back-office" operations and processing functions such as billing, production, inventory management, and human resources management is called 7) _____
A) enterprise resource planning software.
B) business accounting software.
C) customer relationship management software.
D) project management software.
- 8) Which type of software is used to make a slide show? 8) _____
A) presentation software B) system software
C) spreadsheet software D) word-processing software
- 9) Moodle and Blackboard are examples of 9) _____
A) utility software.
B) course management software.
C) gaming software.
D) educational software.

- 10) Numbers appearing after software names denotes 10) _____
A) the version of the program. B) the manufacture date.
C) the product serial number. D) the price of the software.
- 11) The cell address F7 indicates that the cell 11) _____
A) is at row 7, column F of the worksheet.
B) is performing a function involving a variable called "F."
C) is at row F, column 7 of the worksheet.
D) contains a label value of "F7."
- 12) A(n) _____ software installation allows you to decide which 12) _____
features you want to install on the hard drive.
A) full B) new C) upgrade D) custom
- 13) In a software application, integrated help is: 13) _____
A) available in a user's manual.
B) available on a CD.
C) built directly into the software.
D) available on the Web.
- 14) Software you can use to create a budget is called 14) _____
A) word-processing software. B) graphics software.
C) spreadsheet software. D) utility software.
- 15) Which of the following is software that you can use for for an unlimited 15) _____
time at no charge?
A) freeware
B) Internet-based software
C) alpha version software
D) Web-based application software
- 16) Computer-aided design software is used primarily by 16) _____
A) engineers to create models.
B) game makers to create games.
C) project managers to track tasks.
D) airline pilots to navigate.
- 17) _____ software is used to modify digital images, such as removing 17) _____
red eye.
A) Digital video B) Image-editing
C) Presentation D) Digital audio
- 18) Which type of software is used to keep track of appointments, to-do 18) _____
lists, and telephone numbers?
A) database software B) word-processing software
C) presentation software D) PIM software
- 19) Microsoft Office and Corel WordPerfect Office are examples of 19) _____
A) open-source products.
B) software suites.
C) freeware products.

D) personal information management applications.

- 20) Forms that provide the basic structure for a particular kind of document are known as 20) _____
A) patches. B) macros.
C) templates. D) wizards.
- 21) Microsoft Word and Corel WordPerfect are examples of 21) _____
A) utility software. B) system software.
C) graphic software. D) word-processing software.
- 22) Software designed for a specific industry is known as _____ 22) _____
software.
A) general business B) project management
C) multimedia D) vertical market
- 23) Illegally copying an application onto another computer is called 23) _____
A) file sharing. B) phishing.
C) hacking. D) software piracy.
- 24) Which type of software lets you dictate letters, e-mails, and voice commands? 24) _____
A) word-processing software B) speech-recognition software
C) audio-editing software D) content-delivery software
- 25) In a spreadsheet, equations you build yourself using values and cell references are called 25) _____
A) values. B) calculations.
C) functions. D) formulas.
- 26) Software that runs the computer and coordinates instructions is called 26) _____
A) system software. B) device software.
C) application software. D) utility software.
- 27) CD ripping refers to 27) _____
A) creating your own CDs from your MP3 collection.
B) stealing songs off the Internet.
C) erasing content on a CD.
D) encoding CDs to MP3 format.
- 28) The organization responsible for rating computer games is the 28) _____
A) Motion Picture Rating Board.
B) Entertainment Software Rating Board.
C) U.S. Gaming Commission.
D) Entertainment Game Rating Board.
- 29) Which type of software is used at colleges to keep track of student records? 29) _____
A) database software B) word-processing software
C) presentation software D) system software

- 30) Which Microsoft program is used to create project schedules? 30) _____
A) Illustrator B) Paintbrush
C) Excel D) Visio
- 31) Microsoft Works is an example of a(n) 31) _____
A) personal information manager.
B) limited software edition.
C) integrated software application package.
D) software suite.
- 32) In a spreadsheet, the columns and rows form individual boxes called 32) _____
A) intersects. B) cells.
C) worksheets. D) addresses.
- 33) QuarkXPress and Adobe InDesign are examples of _____ software. 33) _____
A) word-processing B) desktop-publishing
C) image-editing D) video-editing
- 34) Apple QuickTime and Microsoft Media Player are examples of _____ software. 34) _____
A) computer-aided design B) digital video editing
C) Web page authoring D) painting
- 35) Which file format enables users to share, view, and print any file? 35) _____
A) PDF B) DOC C) MP3 D) HTTP
- 36) Which of the following is an example of discounted software? 36) _____
A) educational versions of software
B) Web-based application software
C) beta versions of software
D) a software suite
- 37) Web-based application software is software that: 37) _____
A) allows you to create Web pages.
B) is installed by the computer manufacturer.
C) does NOT need an Internet connection.
D) is hosted on a Web site.
- 38) Multimedia software includes all of the following EXCEPT 38) _____
A) utility software. B) animation software.
C) audio-editing software. D) image-editing software.
- 39) In a database, a table is a collection of related 39) _____
A) records. B) worksheets.
C) data. D) files.
- 40) System software does all of the following EXCEPT 40) _____
A) add graphics and pictures to files.
B) help manage system resources.
C) help run the computer.
D) coordinate instructions between application software and the computer's hardware devices.

- 41) Which type of software stores client information in one central database for use by sales professionals? 41) _____
- A) customer relationship management software
 - B) business accounting software
 - C) enterprise resource planning software
 - D) project management software
- 42) QuickBooks and Peachtree are examples of 42) _____
- A) educational software.
 - B) course management software.
 - C) business accounting software.
 - D) gaming software.
- 43) What is the most common type of compatibility that software manufacturers provide for new versions of their software? 43) _____
- A) both backward and forward compatibility
 - B) neither backward nor forward compatibility
 - C) forward compatibility but not backward compatibility
 - D) backward compatibility but not forward compatibility
- 44) Software refers to a set of instructions that tells the computer what to do. These instruction sets are called 44) _____
- A) databases.
 - B) devices.
 - C) programs.
 - D) peripherals.
- 45) Adobe Dreamweaver is an example of 45) _____
- A) educational software.
 - B) desktop-publishing software.
 - C) business accounting software.
 - D) Web page authoring software.
- 46) Which type of software helps managers keep scheduling charts? 46) _____
- A) customer relationship software
 - B) project management software
 - C) enterprise resource planning software
 - D) business accounting software
- 47) Software that is distributed for free with certain conditions is called 47) _____
- A) freeware.
 - B) Internet-based software.
 - C) beta version software.
 - D) shareware.
- 48) When available, the best way to remove an unwanted software application is to 48) _____
- A) locate the program's .exe file and delete it.
 - B) change the name of the program.
 - C) use the application's uninstall program.
 - D) highlight and delete the program's desktop icon.
- 49) Custom software, developed to address the needs of a specific company, is known as _____ software. 49) _____
- A) privately owned
 - B) proprietary

C) copyrighted

D) developmental

- 50) GPS software allows users to 50) _____
A) use PDAs to access e-mail.
B) locate restaurants, airports, and points of interest.
C) guide satellites.
D) fine-tune an Internet connection.

TRUE/FALSE. Write 'T' if the statement is true and 'F' if the statement is false.

- 51) It is normally cheaper to buy a software suite than to purchase 51) _____
individually each of the applications contained in the suite.
- 52) Adobe Premiere Pro is an example of software that allows you to edit 52) _____
video.
- 53) Media-management programs are entertainment applications that turn 53) _____
artificial environments into a realistic experience.
- 54) A software license is an agreement between you and the store/company 54) _____
that you purchased your computer from.
- 55) WebMD.com is an example of an online productivity software package. 55) _____
- 56) A full software installation allows you to choose which features you 56) _____
want installed on your hard drive.
- 57) Windows Vista is considered to be operating system software. 57) _____
- 58) Audacity is a program that enables you to edit audio files. 58) _____
- 59) Speech-recognition software must be trained to an individual's dialect 59) _____
and accent.
- 60) Microsoft Works is an example of an integrated software program. 60) _____
- 61) Open Office is an example of open-source software. 61) _____
- 62) Adobe Illustrator is a type of drawing software. 62) _____
- 63) If you use shareware software after the initial trial period is over 63) _____
without paying for it, you will not be breaking the software license
agreement.
- 64) Integrated software usually does not have the more advanced features 64) _____
found in individual productivity software applications.
- 65) Many word-processing software packages have themes of coordinated 65) _____
colors and styles that you can use throughout your document.
- 66) Shareware is software that is distributed as trial software for a limited 66) _____
time.

- 67) All Web-based software is free. 67) _____
- 68) Wizards are step-by step guides for performing complicated tasks in application software. 68) _____
- 69) Excel and Lotus 1-2-3 are examples of spreadsheet software. 69) _____
- 70) Most open-source applications have some type of formal technical support for customers. 70) _____
- 71) A field is a group of related records. 71) _____
- 72) Second Life is an example of a personal planning software application. 72) _____
- 73) When uninstalling software, it is best simply to open the Explorer window and delete the folder containing the software. 73) _____
- 74) The primary benefit of spreadsheet software is its ability to automatically recalculate. 74) _____
- 75) Word-processing software allows you to easily change the appearance and organization of your documents. 75) _____
- 76) A table can be defined as a data category. 76) _____
- 77) There is no such thing as truly free software. 77) _____
- 78) Macros are forms included in many productivity applications that provide the basic structure for a particular kind of document, spreadsheet, or presentation. 78) _____
- 79) Desktop publishing software allows you to create brochures and flyers. 79) _____
- 80) Adobe Photoshop Elements is an example of an image-editing software program. 80) _____
- 81) Snapfish.com is a Web-based program that allows you to edit, share, and store digital images. 81) _____
- 82) MP3 is a type of video compression. 82) _____
- 83) Most word-processing programs come with a search and replace tool that allows you to locate and replace specific text. 83) _____
- 84) Open-source software is made available to the public with few or no restrictions. 84) _____
- 85) Integrated software applications and software suites are essentially the same thing. 85) _____
- 86) There are financial planning software applications available that integrate with tax preparation software. 86) _____

- 87) Application software helps run the computer and coordinates instructions. 87) _____
- 88) Presentation software such as PowerPoint is used to create general documents. 88) _____
- 89) Many spreadsheets have the ability to sort, filter, and group data. 89) _____
- 90) Spreadsheet software can also handle large, complicated database tasks. 90) _____
- 91) When purchasing video-editing software, you should purchase the least expensive application with the greatest number of supported file formats. 91) _____
- 92) There are no Web-based PIM programs. 92) _____

- 1) A
- 2) D
- 3) C
- 4) D
- 5) A
- 6) A
- 7) A
- 8) A
- 9) B
- 10) A
- 11) A
- 12) D
- 13) C
- 14) C
- 15) A
- 16) A
- 17) B
- 18) D
- 19) B
- 20) C
- 21) D
- 22) D
- 23) D
- 24) B
- 25) D
- 26) A
- 27) D
- 28) B
- 29) A
- 30) D
- 31) C
- 32) B
- 33) B
- 34) B
- 35) A
- 36) A
- 37) D
- 38) A
- 39) A
- 40) A
- 41) A
- 42) C
- 43) D
- 44) C
- 45) D
- 46) B
- 47) D
- 48) C
- 49) B
- 50) B
- 51) TRUE

52) TRUE
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